

COMPENSATION AND BENEFITS

Annual Salary: \$87,569 -- \$132,543

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. Details will be provided on request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid days per year.

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a resume detailing the required experience.

Resume packets should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and salary information.

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered.

Information submitted must clearly show that the candidate meets the Minimum Requirements and, if applicable, the Desirable Qualifications of this recruitment announcement.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Executive Officer for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

HOW TO APPLY

Send resumes (email preferred) to Barbara Aldana. Resumes will be considered as they are received.

Executive Office of the Board of Supervisors
HUMAN RESOURCES DIVISION
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 374
Los Angeles, CA 90012
(213) 974-1421

Email: BOS-ExecutiveRecruitment@bos.lacounty.gov

An Equal Opportunity/ADA Employer
Additional information about Los Angeles County can be found at
www.lacounty.gov



County of Los Angeles Career Opportunity



CHIEF, EMPLOYEE RELATIONS COMMISSION (UC)

Filing Period: March 25, 2016 – Until the needs are met

Annual Salary: \$87,569 - \$132,543 (MAPP R9)



THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-two appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of \$129 million and includes funding for approximately 400 budgeted positions.

THE OPPORTUNITY

The Chief, Employee Relations Commission reports to the Executive Officer, Board of Supervisors. The individual selected has responsibility for participating in and managing administrative, research, and operational support for the Employee Relations Commission (ERCOM). This requires a comprehensive knowledge of labor laws and processes including labor relations rules and procedures.

Assignments require the incumbent to research and analyze ERCOM, State of California Public Employee Relations Board, and National Labor Relations Board rules and decisions, and make recommendations on factual and legal issues pending before the Commission. The incumbent must have the knowledge and ability to work effectively with departments, commissioners, employee groups, employee relations advocates, and the Board of Supervisors.

EMPLOYEE RELATION COMMISSION

The Executive Office provides staff support for ERCOM, a body established by Ordinance in 1969, to regulate labor relations in Los Angeles County. The focus of the Commission is centered upon the establishment of bargaining units, the conduct of elections for certification and decertification of unions, and the investigation and hearing of unfair labor practice charges filed by employees, unions, and departments. The Commission also administers the processing of arbitration cases within the County.

Recently, the Commission has been conducting a number of "agency shop" elections in various bargaining units pursuant to contract language in a number of agreements. In addition, the Commission has adapted to a substantial increase in the number of hearings granted to individual employees.

ESSENTIAL JOB DUTIES

Provides administrative, research, and operational support for the Employee Relations Commission, and ensures implementation of its policies.

Serves as liaison between the Commission, departments, advocates, arbitrators, mediators, and the Board of Supervisors.

Provides orientation, oversight, training and evaluation of hearing officers of the Employee Relations Commission.

Directs the scheduling of Commission meetings and assists in their conduct.

Directs the preparation of Commission meeting agendas, maintenance of records, and the assembling of materials for presentation to the Commission.

Develops and maintains Commission administrative procedure manuals.

Maintains a list of and manages contracts with hearing officers, mediators, and fact-finders for the Commission.

Provides official notices to employee organizations and management representatives regarding matters referred to the Employee Relations Commission.

Confers with management and employee organization representatives as directed by the Employee Relations Commission.

MINIMUM REQUIREMENTS

Graduation from an accredited college with a Bachelor's Degree -AND- Five years' experience as an advocate, hearing officer, arbitrator or mediator in labor law proceedings.

DESIRABLE QUALIFICATIONS

Experience applying labor relations laws and regulations to advise management and/or labor relations groups in the resolution of labor relations issues.

Experience researching and conducting investigations related to labor relations disputes, such as unit determination matters, unfair labor practice charges, and arbitrations.

Experience researching and conducting investigations related to labor relations disputes, such as unit determination matters and unfair practice charges, and making recommendations for appropriate corrective actions.

Experience preparing statements of work, Request for Proposals, recommendations for contract services.

Strong oral and written communication skills in order to effectively prepare reports, explain labor laws and clarify procedures and practices to board members, executive officer, members of the employee relations commission, hearing officers and reporters, allied professional groups and/or employee organization representatives.

Demonstrated ability to effectively interact with public officials, executive management, professional technical personnel, and the general public.

Participates in strategic planning and technology solution discussions with executive management.

Ability to apply creative and innovative solutions to complex problems.